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TO: Local and Intermediate School District Superintendents, Public School Academy
Authorizers and Directors

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SUBJ: Checklist Guidance for Annual Reporting

Public Act 25 – the state law requiring local school districts to compile annual reports – has existed since 1990. With the advent of *EducationYES!*, the state's accreditation system, and the federal No Child Left Behind Act (NCLB), there are additional requirements for annual reports for the district and for each school building. This communication provides a checklist to guide school districts when creating annual reports. The Department recommends that school districts include all required information from PA 25 and NCLB in one report document.

Reports must be widely available through public means. Districts are allowed to use the Internet as a primary vehicle for distribution, but must make hard copies available to the public upon request. Schools should evaluate internet availability and use in the community and make appropriate judgments regarding dissemination of the report. In addition, PA 25 requires that the report be made available to the Department of Education. This is done by submitting a copy of the report to the Intermediate School District; sending a copy to the Department is not a requirement.

Both PA 25 and NCLB require reports at both the school district and school building levels. The school district report is to address all of the requirements for both PA 25 and NCLB. The building report generally includes district level information regarding core curriculum and school building level information in the areas of school improvement, student achievement (assessment data), and accreditation. There is much latitude in coordinating the elements of the building report and the district report. In a smaller district, information about each school may be contained in the district report, eliminating the need for separate reports for each school. Most districts choose to provide individual reports for each school, along with a report for the district.

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If this approach is taken, the district report should generally be provided with the building report to satisfy the NCLB report card requirement.

This report should be constructed when all data are available to school districts and be made available to the public on a timely basis. The federal requirement is to make the report card available before the beginning of the school year. The PA 25 requirement is that the report be available no later than October 15. The 2004 School Report Cards were available for review and appeals are now being processed for elementary and middle schools. High School report cards will be available for review and appeal in late July. Once the appeal process is complete for all of the buildings in a district, Annual Reports can be compiled and published. If your district publishes the Annual Report only on the Internet, you can publish elementary and middle school information before the start of the school year with a note that high school data will be published as soon as it is available. If your district publishes the Annual Report in print, you will want to wait until the information for all schools is available.

EducationYES! Report cards include AYP, assessment and accreditation information. The data are disaggregated by subgroup as required by NCLB. Districts are required under federal law to disaggregate student achievement data for all school buildings, regardless of Title I status. Federal consequences, however, only apply to Title I buildings.

The attached checklist combines the requirements of PA 25 and NCLB around several categories. Additional assistance will be available on the MDE website at <http://www.michigan.gov/mde> with a template of required data for use in developing the report. Guidance may be available from your local ISD or from your Regional Consultant in the Office of School Improvement at 517-373-4588. If you have additional questions about the Annual Report, please contact MaryAlice Galloway at gallowaym@michigan.gov or 517-241-4185.

Combined P.A. 25 Annual Report and NCLB Report Card Checklist

- School districts must prepare and publicly disseminate the report no later than beginning of 2004-05 school year to all schools and parents of all students. (If separate reports are published for PA 25 and for NCLB, the PA 25 report must be published no later than October 15, 2004.)
- Required information for district and each individual school building includes:

Assessment Data

- Aggregate student achievement at each proficiency level on state assessments.
- Student achievement at each proficiency level disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged. The federal requirement is to report this data only when it is statistically sound. The Michigan Department of Education recommends reporting on subgroups comprised of 30 or more. (Thirty students in the school or thirty students across the district per grade level tested.)
- Percentage of students not tested, disaggregated by each group if the group contains 30 or more students.
- Most recent 2-year trend in achievement in each subject area and for each grade level.
- Report of each individual school results of locally administered student competency tests and/or nationally normed achievement tests. This should include data from the assessments for students in grades 1-5 as required by section 1280b of the School Code (PA 25).

Adequate Yearly Progress (AYP) Data

- Aggregate information on graduation rate and student attendance used to determine AYP.
- AYP information, including number, names, and percentage of Title I schools identified for school improvement, and how long identified – this is designated by the phase of school improvement, phases 0-5.
- Comparison between actual achievement of each group (excluding gender and migrant) and state's annual measurable objectives. The state's objectives for 2003-04, expressed as the percent of students considered proficient, are:

	Elementary	Middle School	High School
English Language Arts	38%	31%	42%
Mathematics	47%	31%	33%

Proficient is defined as students scoring in levels 1 or 2 (exceeds Michigan standards or meets Michigan standards) on MEAP or Surpassed the Performance Standard or Attained the Performance Standard on MI-Access.

- Comparison of building, district and state achievement data on state assessments and other indicators of AYP. Other indicators are attendance rates at the elementary and middle school level, and graduation rates for high school.

School Programs

- Accreditation status: PA 25 requires that schools report on state accreditation status. Grades for state accreditation under *Education YES!* range from A to D. If a school receives a D alert, the school must make AYP the following year or it will be designated as unaccredited. In addition to reporting on *Education YES!* accreditation status, a school may also report on accreditation by the North Central Association Commission on Accreditation and School Improvement or another specialized accreditation authority approved by the US Department of Education (PA 25).
- District pupil retention data: This is in addition to the data on graduation rate referenced earlier. (PA 25)
- Number and percentage of pupils enrolled in post-secondary programs and/or college level equivalent courses, if the school is a high school (dual enrollment) (PA 25).
- The status of the core curriculum and the school improvement plan (PA 25).

Staff

- The professional qualifications of teachers in the district, the percentage of teachers teaching with emergency or provisional credentials, and the percentage of classes not taught by highly qualified teachers, disaggregated by high-poverty compared to low-poverty schools. This data may include the number of teachers seeking to become highly qualified by 2005-06.
- The annual progress toward meeting state objectives for percentage of highly qualified teachers for both the school district and for each individual school building.

Parents

- Information on parent-teacher conference attendance rates is required by PA 25.
- NCLB requires that the district's and school's parent involvement policy be disseminated. While this requirement is not a part of the NCLB report card, the Department recommends that this be done through the combined report.
- NCLB requires that parents be informed of the right to know provisions of NCLB regarding teacher qualifications. While this requirement is not a part of the NCLB report card, the Department recommends that this be done through the combined report.

The school may include additional data, if it chooses. These guidelines are simply the pieces of data that must be included in the report.